

COURSE RECORD

Code	ARCH 350
Name	Professional Practice in Architectural Offices
Hour per week	0 (0 Theory + 1 Practice)
Credit	3
ECTS	3
Level/Year	Undergraduate
Semester	After 6 th Semester
Type	Compulsory
Location	Architectural Offices
Prerequisites	ARCH 222 Elements & Components 2, ARCH 301 Architectural Design 3
Special Conditions	The students must get the necessary approvals from the Department of Architecture and The Dean's Office of the Faculty of Architecture before starting the professional practice according to the announced schedule.
Coordinator(s)	Buket Metin, Ayşegül Kızılcık, İlinur Can
Webpage	ww.canvas.agu.edu.tr
Content	The Professional Practice in Architectural Offices aims to provide internship experience in an architectural office to understand the roles and responsibilities of an architect. The students are expected to take part in a short-term project as a design assistant, such as a competition project, carried out in an office environment, and to follow the overall design process. The production of the construction drawings and detail designs can be part of the office internship. Also, restitution, restoration, and architectural design projects within the scope of restoration and re-functioning projects carried out in specialized architectural offices producing restoration projects, and historical research/comparison studies for restitution projects can be evaluated within this internship. However, the office internships carried out in building inspection offices, drawing as-built projects, preparing quantity surveys, construction project/detail design revisions for an on-going construction, and conducting survey measurements and drawings will not be accepted in the context of architectural office profession practice.
Objectives	<p>01. Recognizing the current architectural design practice for improving professional capacity and abilities.</p> <p>02. Using architectural design knowledge in an architectural office.</p> <p>03. Examining the requirements of the architectural design process by focusing on project management abilities.</p> <p>04. Relating the roles of the shareholders of the design practice from different specializations.</p>
Learning Outcomes	<p>L01. To recognize the characteristics of the architectural offices for improving professional capacity and abilities.</p> <p>L02. To implement the architectural design knowledge to the professional design practice.</p> <p>L03. To execute project management practices.</p> <p>L04. To examine the relationship between different shareholders of the design practice.</p>
Requirements	<ul style="list-style-type: none"> ▪ The internship report defining daily activities ▪ Evaluation form provided by the internship supervisor ▪ An oral presentation to share the internship experience ▪ Minimum 30 workdays ▪ 40 - 48 hours per week ▪ Gaining experience on a minimum of 3 main items listed in the work list
Reading List	<p>Emmitt, S. (2014). <i>Design Management for Architects</i>. Wiley-Blackwell.</p> <p>Emmitt, S. (2010). <i>Managing Interdisciplinary Projects: A Primer for Architecture, Engineering and Construction</i>. Routledge.</p> <p>Emmitt, S., Ruikar, K. (2013). <i>Collaborative Design Management</i>. Routledge.</p> <p>Wakita, O.A., Linde, R.M. (1999). <i>The Professional Practice of Architectural Detailing</i>. John Wiley and Sons.</p> <p>Building by laws of the country that the internship is conducted</p>

Ethical Rules and Course Policy	<ul style="list-style-type: none"> ▪ Students are expected to attend all design processes assigned by the internship supervisor. ▪ Students have to follow the rules of the architectural office. ▪ Students have to inform the Professional Practice coordinators under any case of problem-related to the professional practice process. ▪ If the student misses two or more working days, the Professional Practice Coordinator will be notified, and missing days will be compensated. ▪ The design works produced in the internship must be included in the internship report. ▪ Students must use drawings, sketches, and photographs in the internship report to reflect their experiences. ▪ Students must use a formal language in their internship reports. ▪ Students must submit both the hardcopy and digital versions of reports, posters, and presentations.
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LEARNING ACTIVITIES

Activities	Number	Weight (%)
Report	1	70%
Oral Presentation	1	30%
Total		100

ASSESSMENT

Evaluation Criteria	Weight (%)	
Report	70%	
Oral Presentation	30%	
Total		100%

For a detailed description of grading policy and scale, please refer to the website <https://goo.gl/HbPM2y> section 28.

COURSE LOAD

Activity	Duration (hour)	Quantity	Work Load (hour)
Report Writing	2	30	60
Oral Presentation	1	20	20
Discussion	1	2	2
General Sum			82

ECTS: 3 (Work Load/25-30)

CONTRIBUTION TO PROGRAMME OUTCOMES*

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012	P013	P014
LO1	5	3	4	3	5	3	5	3	5	5	4	5	5	0
LO2	5	5	5	3	5	5	5	4	5	5	4	4	5	0
LO3	4	4	4	5	5	4	3	4	5	5	4	5	5	0
LO4	3	4	3	5	5	4	3	4	5	5	4	5	5	0

* Contribution Level: 0: None, 1: Very Low, 2: Low, 3: Medium, 4: High, 5: Very High

WEEKLY SCHEDULE

W	Topic	Outcomes
1	Architectural Office Experience Activity: Lecture & Discussion	L01, L02, L03, L04
2	Architectural Office Experience Activity: Poster Presentation	L01, L02, L03, L04
3	Architectural Office Experience Activity: Poster Presentation	L01, L02, L03, L04
4	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
5	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
6	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
7	Spring Break	
8	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
9	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
10	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
11	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
12	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
13	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
14	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04
15	Architectural Office Experience Activity: Oral Presentation	L01, L02, L03, L04

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Date: 05.04.2021